

**OSS SVRS/ERS Staff Augmentation FY12
Web Applications Specialist - .NET/ASP
August 9, 2011
Minnesota Office of the Secretary of State**

Questions and Answers

- Q: Do you currently have an incumbent in these positions?**
Is there an incumbent vendor? Basically is this an extension for existing consultants or truly a new need for the OSS?
Have you previously worked with another vendor to fill these positions?
Are there currently contractors providing these services today for these 3 position?
If yes, are they or their firms eligible to bid on this SOW?
Is this a re-posting of a need that has been filled in the past but due to regulatory compliance needs to be reevaluated with a competitive bid?
Is this new work or is there an incumbent vendor currently performing this task?
Is/Are there incumbent vendor(s) or resource(s) currently providing OSS with the services requested in this SOW?
Is/Are there vendor(s) or resource(s) that have previously provided OSS with the services requested in this SOW?
Does OSS already have specific resources they are considering or are expecting to be submitted in response to this SOW?

Please confirm that past vendors selected for the prior deployment and enhancements of SVRS, ERS and VIP systems have the ability to submit proposal to this SOW.
- A.** There are no current incumbents in place in these positions. OSS has worked with a vendor for these positions previously. The previous work order expired on June 30, 2011 and was not renewed during the state government shutdown. Previous contractors are eligible to bid on these SOWs.
- Q. Do you require a face to face interview for these positions or will you consider phone interviews for out of state candidates?**
- A.** OSS will not require a face to face interview.

- Q. Under "Response Requirements" section you have requested 3 Corporate References, are these references for the proposed candidate or for the Vendor? if candidate, do you require 3 per candidate or 1 reference for each of the 3 candidates?**
- A.** These references are for the vendor, not the proposed candidates.
- Q. SOW requests exactly 3 candidates, will a single vendor be selected for all 3 candidates or multiple vendors for the same SOW?**
- Is it the intent of OSS to make contract award to a single vendor to perform the work tasks described in this SOW, or will OSS be making awards to multiple vendors?**
- A.** A single vendor will be selected for up to all 3 candidates. Multiple vendors will not be selected for the same SOW.
- Q. Under "Project Milestones and Schedule" section the Anticipated Budget is Up to \$460,000. Will candidates submitted at an hourly rate that exceeds the budget be rejected? Is the budget final or Rough Order-of-magnitude (ROM) estimate?**
- Based on the anticipated budget and the need for 3 .net developers what is the expected number of hours or weeks per developer?**
- Are these 3 positions expected to be engaged fulltime for the duration of the project, equaling roughly a total of 64 resource months? If so, is the budget amount of \$460,000 total for all 3 resources combine correct for the duration of the project?**
- A.** The amount of \$460,000 is the correct final budget amount available for the duration of the project. Up to three .Net developers may be engaged on a full-time or part-time basis for up to the maximum number of hours possible based on the hourly rate(s) submitted by the successful bidder. Bids will not be rejected on an hourly bid rate per candidate * 2080 hours per year basis.
- Cost Scores during the bid evaluation will be calculated as follows:
- Your Average Bid Cost = [Candidate 1 \$/hr + Candidate 2 \$/hr + Candidate 3 \$/hr] / 3
- Your Cost Score = (Lowest Average Bid Cost for all bids) / (Your Average Bid Cost) * 30 points.
- For example, if the Lowest Average Bid Cost for all bids = [\$80/hr + \$70/hr + \$60 /hr] / 3 = \$70 and Your Average Bid Cost equals:
- \$70, then Your Cost Score = [70/70]*30 = 30

\$100, then Your Cost Score = $[70/100]*30 = 21$

\$140, then Your Cost Score = $[70/140]*30 = 15$

Q. When are the .Net developers expected to be needed on the project? Starting XXX through YYY?

A. The .Net developer(s) are expected to be needed on the project from September 12, 2011 through June 30, 2013.

Q. Are you required to submit 3 candidates in order to qualify/ participate OR can you submit less than 3?

A. You are required to submit resumes for 3 candidates .

Q. Under the “Project Deliverables” section, it states that “This Statement of Work will result in specific consulting resources being added to the OSS staff on an as-needed basis.”

Question: Please clarify “as-needed basis”, does this mean that OSS may have one week where the consultant works 40 hours and another week where the consultant works only 20 hours or does not work at all?

Can OSS please clearly define its expectations for the selected “as-needed” resources? Please confirm that anticipated utilization of the selected resources will be 40 hours per week for the duration of the assignment (excluding State holidays)?

Would you consider three FTEs for this project that would each work 40 hours every week?

A. Up to three .Net developers may be engaged on a full-time or part-time basis for up to the maximum number of hours possible based on the hourly rate(s) submitted by the successful bidder. It is anticipated that a resource’s general schedule would be determined for the term length of the work order subject to changes in writing by the OSS Project Manager.

Q. Please confirm OSS will provide selected resources with work space, and all necessary hardware/software and laptop/desktop computers to perform the responsibilities outlined in this SOW.

A. OSS will provide work space and all necessary hardware/software and laptop/desktop computers for selected resources.

Q. Will selected vendor resource be required to perform off-hours, on-call support? What is the anticipated daily work schedule for selected vendor resource (8AM - 5PM, Monday thru Friday)?

A. Off-hours, on-call support will not be required. The anticipated maximum daily work schedule will be Monday through Friday from 8 a.m. – 4:30 p.m.

- Q. Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on OSS approved contractor time sheets, or if selected vendor will be paid based on completed/signed-off deliverables?**
- A. The vendor will be paid on an hourly basis for services provided based on OSS approved contractor detailed monthly invoices.
- Q. Please confirm that the OSS Project Manager will be responsible for directing the selected vendor's resource(s) work tasks/assignments?**
- A. OSS project manager will direct work/task assignments.
- Q. Is there any travel expected for vendor resources?**
- A. No travel is expected for vendor resources.
- Q. Will hourly rates included in the cover letter suffice, or will OSS be expecting a separate page / cost proposal?**

Response requirements state that vendors must submit individual hourly rates and a rate schedule. It is our understanding that OSS wishes to engage vendor resources on a time and materials basis, whereby vendors are paid on an hourly basis for services performed, based on OSS approved contractor time sheets. Please clarify what information OSS is expecting vendors to provide with respect to rate schedule.

- A. In one location within the proposal, not in the cover letter, vendors should submit a rate schedule which lists each of the candidates separately with the hourly rate listed separately for each candidate.